

## Vacant

### DUTY STATEMENT

<b>Classification:</b> Office Manager II	<b>Position No.</b> 420-4524-xxx
<b>CBID:</b> E59	<b>Office:</b> Building Standards Implementation
<b>Date Prepared:</b> January 7, 2009	<b>Division:</b> Efficiency and Renewable Energy
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Office Manager II is under the general direction of the Deputy Director of the Efficiency and Renewable Energy Division and plans, organizes, directs and manages the staff and activities to develop and implement compliance, enforcement, outreach and educational programs for building standards in California plus provide education, training, technical assistance and information services to the building industry and supports a hotline to respond to calls from local governments, building industry members and the general public regarding standards. In addition, the Office Manager advises the Deputy Director, Executive Director and Commissioners on a broad range of efficiency issues and serves as the Commission's representative on various regional, national, professional and governmental bodies which significantly influence the state's energy efficiency programs. The mission of the office is to develop and conduct effective implementation programs for building energy efficiency standards.

**WORKING CONDITIONS:** Work is performed indoors in office and meeting room settings involving sitting, standing and walking. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; prepare quality reports and regulations for expert and layperson readers. The incumbent must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings and such meeting may consume 5% to 40% of the incumbent's time. Additional hours beyond the eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and internet; participate in and lead meetings with other staff and with other agencies.

### DUTIES AND RESPONSIBILITIES:

25% Plans, organizes and directs the work of a professional staff engaged in developing compliance, enforcement, and outreach programs for building standards in California plus

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education, training, technical assistance and informational services to the building industry.  
(E)

20% Represents the Commission in presentations, briefings and meetings and maintains high level liaison with utilities, legislators, other state and local government agencies, and the public and industry organizations affected by the implementation of building standards. (E)

20% Develops planning and analytic methodologies to assess and evaluate compliance, enforcement, and marketing, outreach and educational programs. (E)

20% Interprets and assesses collected data and analyses, and advises and makes recommendations to the Deputy Director, the Executive Director and the Commissioners regarding programs, policy issues, and legislative proposals on compliance, enforcement, and marketing, outreach, and educational programs for buildings standards in California.  
(E)

10% Acts as the Commission's primary contact for and appliance standards, and for compliance, enforcement, and marketing, outreach, and educational programs for building standards. (E)

5% Performs other duties as required consistent with the specifications of this classification.  
(M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<hr/> /_____ <b>VACANT</b> Office Manager II	<hr/> /_____ <b>VALERIE HALL</b> Deputy Director
Date	Date